**CDS Board of Directors Minutes**

October 12, 2023 at 8:30 AM

Attending Board Members: Daniel Crapps, Richard Mankin, Frank Williams, Kandra Albury, Becky Hunt, Veita Jackson-Carter, Debby Kinman-Ford, Gil Levy, Christy Milligan, Darleen Morgan, Brian Scarborough, Jason Shaw, Brenda Thornton

Attending Team Members: Phil Kabler, Cindy Starling

Consultant: Jim Pearce

**CALL TO ORDER/QUORUM CHECK**

A quorum of 13 was present (13/19). D. Crapps, Vice President, conducted the meeting in the absence of Tommy Lane, President.

**CONSENT ITEMS**

Motion to approve the Agenda and September 12, 2023 Minutes was made by B. Scarborough, second by B. Hunt, and was approved unanimously. Conflict-of-Interest forms were circulated.

**‘DEEP DIVE’ PRESENTATION – MTM SERVICES WORK-IN-PROGRESS STRATEGIC BUSINESS PLAN –**

**GOALS, OBJECTIVES AND STRATEGIES**

P. Kabler and C. Starling-Hersey reviewed each item of the Work-in-Progress Strategic Business Plan prepared in collaboration with MTM Services (no-charge business consultant arranged by LSF), attached as pages 35-39 of the Meeting Materials, and including the potential (1) outsourcing of payroll services, (2) future sale of the Bivens administration building, and (3) new licensed programs with LSF. Motion to approve the Plan in-principle and authorize Management to prepare a detailed Plan for later approval by the Board and implementation was made B. Scarborough, second by B. Hunt, and unanimously approved.

**FINANCIAL MATTERS**

**Report item – Monthly financials:**

P. Rivera presented the CDS/CASF 6/30/23 and 10/5/23 reports (both subject to updates). D. Crapps requested the corresponding bank statements be added to the financial reports going forward. The October 11, 2023 cash balance was $2,298,754.28.

Kattell and Company will be engaged as consulting CPAs to assist with final reconciliation of the FY 22/23 accounts, with ProActive Tax & Accounting as a backup. D. Crapps, in his capacity as a Board Member, moved to approve the report and consulting CPAs, Gil Levy seconded, and unanimously approved.

A request to SouthState Bank to increase the interest on the money market account from 3% to 4% was discussed. The Finance & Audit will convene a special virtual meeting to discuss interest rate matters before the next Board Meeting.

**Report item – Bank of America credit card:**

P. Kabler presented a proposal (including draft Board resolution) to open a Bank of America credit card account, and simultaneously close the existing Capital One and American Express accounts, in order to streamline and better manage utilization. D. Morgan requested that the BOA credit terms be sent to her for review. The BOA matter was tabled.

B. Scarborough requested a full copy of the Criminal Policy.

**Report item – Deficit reduction activities:**

P. Kabler reported that CDS has changed its Verizon cellphone account to T-Mobile, which is anticipated to save approximately $6,000 per year, with an approximate $2,500 signing credit to be applied to upcoming bills.

**Report item – Employee Retention Tax Credit status:**

P. Kabler reported that he was continuing to make regular status follow-ups with the ERTC consultant.

**BUSINESS MATTERS**

**Report item – Officer elections**:

The following slate of officers was moved by B. Scarborough, seconded by G. Levy, and unanimously approved:

President – H. Thomas Lane, Jr.

Vice-President – Daniel Crapps

Secretary – Richard Mankin, Ph.D.

Treasurer – Frank Williams, Esq.

Past President – Reginald L. Williams

**Report item – Schedule Louis Kalivoda memorial presentation**:

P. Kabler reported that the Louis Kalivoda memorial will be presented during the November 10, 2023 Annual Meeting & Celebration. Mrs. Kalivoda will attend the presentation. The memorial plaque will be placed in the Board Room.

**Report item – CINS/FINS deliverables**:

C. Starling-Hersey reported that CINS/FINS deliverables are predicted to proceed a proper pace for all program areas, following a typical lower first quarter. Prevention and Independent Living deliverables are proceeding at the proper pace. The September 2023 Program Reports were attached.

**Report item – Contracts update**:

P. Kabler reported that the following contracts were executed or in-process: 1) LSF Preliminary PAN Round 9 (increasing FY22/23 funding $8,935 to $1,063,254); (2) Basic Center Grant awards 90CY7525 – Central ($182,274), 90CY7530 – East ($178,956).

**Report item – Grants update (in-process/under consideration)**:

P. Kabler reported that the following grants are in-process or under consideration: (1) United Way of North Central Florida – new Gainesville Interface Youth shelter recreation area (awarded $5,000); (2) FEMA Emergency Food and Shelter Program – for Gainesville Interface Youth shelter (through United Way of North Central Florida); (3) Rotary Foundation – Wild Game Feast – new Gainesville Interface Youth shelter recreation area (submitted – request increased to $50,000 – result pending); (4) U.F. Campaign for Charities (in-process); (5) Community Foundation for Northeast Florida – for Lake City Interface Youth shelter ($8,500 & Persons Fund $2,500; $2,000 Scott Family gift; D. Crapps arranging match); (6) National School Lunch Program – Gainesville Interface Youth shelter (under consideration for preliminary application)

**Report item – New Gainesville Interface Youth shelter:**

P. Kabler reported that active site work commenced October 9, 2023.

**Report item - FY 24/25 Legislative Session:**

P. Kabler reported that the following Board Members will visit the area’s Delegation during the upcoming Legislative Session to (1) thank them for their support of the new Gainesville Interface Youth Shelter funding during the prior Legislative Session, (2) report on CDS’ ongoing activities, and (3) advocate in support of our funder organizations’ Legislative Budget Requests:

Tommy Lane

Gil Levy

Darleen Morgan

Bishop Christopher Stokes

P. Kabler will also present briefly on the same topics at the October 25, 2023 Alachua County Legislative Delegation Hearing.

**Report item – Upcoming conferences/trainings:**

P. Kabler reported on the following recent past and upcoming conferences and trainings:

* 10/11–12/23 – LSF Innovation Summit
* 10/17–19/23 – Florida Network EAR
* 10/25/23 – CDS Management Team Retreat, Alachua County Legislative Delegation Hearing
* 10/30/23 – 11/1/23 – DJJ Restoring Hope Training Summit
* 11/14/23 – FL Juvenile Justice Association Board Meeting
* 11/28/23 – 12/1/23 – Federal Basic Center Grant Mandatory grantee conference
* 1/15-17/24 – FL Juvenile Justice Association Board Meeting, Hill events

**Report item - Public events**:

P. Kabler reported that the following public events will occur:

* 11/10/23 – Annual Meeting & Celebration (11:00a–1:00p, Gainesville Fairfield Inn & Suites; Keynote Speaker – Susan Frankel, CEO, National Runaway Safeline)
* 11/15-16/23 – hosting FL Network of Youth Motivational Interviewing training
* 12/5-6/23 – hosting FL Network of Youth Motivational Interviewing training

**COMMITTEE REPORTS**

**Standing Development:** B. Scarborough reported on the November Friendsgiving initiative, to be tied with the Annual Meeting & Celebration and Giving Tuesday, and room naming opportunities at the new Gainesville Interface Youth Shelter. The Committee will work towards quarterly fundraising events for the near future.

**Ad Hoc Reichert House:** V. Jackson-Carter reported that Palm Breeze will assume operations of the reorganized Reichert House. The City will provide $250,000 support. CDS will consider participating by operating wrap-around programs (e.g., SNAP in the Communities, Family Action Program group), which allow for the draw-down of contract funds.

**Ad Hoc Bylaws & Policies:** G. Levy reported that the process of updating the CDS and CASF Articles of Incorporation and Bylaws has commenced, with a goal of formalizing the updates by July 1, 2024. Topics to address can include term limits, quorum, standing/ad hoc committees, and supporting collateral support councils. Input is requested by December 15, 2023

**ADDITIONAL MATTERS**

The following items were added to the Meeting packet:

* Annual Meeting & Celebration Invitation, Sponsorship levels sheet, and Sponsor commitments
* UF Campaign for Charities CDS information sheet
* Annual Disclosure Form for Directors, Officers and Key Employees
* MTM Services Work-in-Progress Strategic Plan – Goals, Objectives and Strategies
* Updated CDS/CASF Board Members list
* Updated CDS/CASF Committees list
* Board ‘Elevator Talk’ notes
* Program Reports

The meeting adjourned at 9:55 AM.